

80/5-61-2435

OGC 61-1201

80/61-5816

SECRET  
EYES ONLY

7 JUL 1961

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Separation of Personnel Surplus to the Technical Services Division, DD/P

REFERENCES : (a) Memo from DD/P to DCI, dated 21 March 1961, subject: Curtailment of the Reproduction Capabilities of the TSD  
(b) Memo from Acting DD/P to D/Pers, dated 1 June 1961, same subject as reference (a)  
(c) Memo from DD/P to D/Pers, dated 5 July 1961, same subject as reference (a)

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 6.

2. Pursuant to the provisions of Regulation [ ] "Separation of Surplus Personnel", the Deputy Director (Plans) in a memorandum dated 21 March 1961 [Reference (a)] requested that you approve action to reduce by approximately three the personnel strength of the Special Reproduction Section, Graphic Arts Reproduction Branch, Technical Services Division, DD/P. Following your approval of this request on 27 March 1961, action was taken in accordance with Regulation [ ] to identify those individuals who should be proposed for separation as surplus to the requirements of the Section concerned.

3. In a memorandum to me dated 1 June 1961 [Reference (b)] the Acting Deputy Director (Plans) set forth his determination that there is a surplus of three individuals in the Special Reproduction Section and recommended that the following three persons, who are ranked lowest on the pertinent Relative Retention List, be separated:

[ ] - DOB: 7 July 1906; EOD with CIA: 4 August 1952; total Government service (as of 1 August 1961): 27 years, 10 months; current annual salary: \$11,398.

[ ] - DOB: 18 October 1910; EOD with CIA: 14 September 1953; total Government service (as of 1 August 1961): 20 years, 3 months; current annual salary: \$10,504.

[ ] - DOB: 16 May 1893; EOD with CIA: 30 August 1948; total Government service (as of 1 August 1961): 14 years, 6 months; current annual salary: \$11,044.

SECRET  
EYES ONLY

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SUBJECT: Separation of Personnel Surplus to the Technical Services Division,  
DD/P

4. Pursuant to Regulation [ ] I have determined that the prescribed procedures have been complied with and that the individuals named in the preceding paragraph have been identified in accordance with the provisions of the Regulation. The pertinent Relative Retention List, submitted by the Head of the Clandestine Services Career Service, has been reviewed by a Review Committee as well as by myself and no changes in the ranking have been recommended. I have also determined that there are no vacant positions elsewhere in the Agency to which any of the individuals named in the preceding paragraph may be retained in Agency employment through reassignment.

5. Pursuant to the provisions of Regulation [ ] "Separation Compensation", the Acting Deputy Director (Plans) has also recommended that Messrs. [ ] and [ ] if separated in accordance with the provisions of Regulation [ ] be granted separation compensation. The Deputy Director (Plans) has indicated in his memorandum dated 5 July 1961 [Reference (c)] that the Agency service of both [ ] and Mr. [ ] was of such a nature as to prevent them, for reasons of operational security, from describing or confirming to a prospective employer the scope and level of their duties and responsibilities. The third individual named above, [ ] is not eligible for such compensation under the provisions of Regulation [ ] in view of the fact that he is currently eligible for an optional retirement annuity without reduction by reason of age. I have reviewed the nature and circumstances of the assignments of Messrs. [ ] and [ ] in consultation with representatives of the Clandestine Services Career Service and am of the opinion that the payment of the maximum Separation Compensation Allowances in both instances is consistent with the provisions of Regulation [ ]

6. The provisions of Regulation [ ] having been complied with, I recommend that you approve the termination of the Agency employment of Messrs. [ ] as surplus to the Agency's needs under the provisions of Section 102(c) of the National Security Act, and also recommend that you authorize the payment of maximum Separation Compensation Allowances to Messrs. Rollins and Bartlett in accordance with the provisions of Regulation [ ]

[ ]  
Acting Director of Personnel

CONCUR: s/ Lawrence R. Houston

19 JUL 1961

General Counsel

Date

**SECRET**  
**EYES ONLY**

**SECRET**  
**EYES ONLY**

**SUBJECT: Separation of Personnel Surplus to the Technical Services Division, DD/P**

Pursuant to Regulation [ ] the Director of Personnel has recommended to me the separation from employment of three employees identified as surplus to the needs of the Agency. I have reviewed each such recommendation and determine that termination of the employment of [ ]

is advisable in the interests of the United States. Under the authority of Section 102(c) of the National Security Act of 1947, as amended, I hereby terminate the employment of the above individuals and authorize the Director of Personnel to establish the effective dates of their separation, in accordance with the provisions of paragraph 4h of Regulation [ ] Further, I hereby authorize payment of maximum Separation Compensation Allowances to Messrs.

[ ] in accordance with the provisions of Agency Regulation [ ]

**SIGNED**

Director of Central Intelligence

**26 JUL 1961**

Date

Distribution: Orig - D/Pers (w/atts)

- 1 - DCI
- 1 - DDCI
- 1 - General Counsel
- 1 - DD/S
- 1 - SA/D/Pers
- 2 - D/Pers

OD/Pers/[ ] (7 July 1961)  
Termination Notice Rewritten by  
OGC:MCM:elw (17 July 1961)

**SECRET**  
**EYES ONLY**

TERMINATION

~~SECRET~~

25X1

25X1

\*SECRET Memo for DCI from IG dtd 13 Oct 1961 - *ER 61-8160/1*  
Subj: Proposed Termination - [ ] (Orig & 2 cc) (1-DCI; 1-DDCI 10/13)

SECRET EYES ONLY Memo for DCI from Dir Personnel dtd 4 Oct 1961 - *ER 61-8160*  
Subj: Proposed Termination - [ ] (Orig & 5cc) (Orig - DCI for approval  
10/13; 1 -DDCI 10/13)  
Official Personnel folder (retained in pending)

\*NOTE: IG memo (ER 61-8160/1) <sup>revised</sup> rewritten. Orig - to D/Pers w/ ER 61-8160.  
[ ] gave a copy to DDCI; she also sent cc to D/Pers. She destroyed the extra copy  
which I have listed above.

DCI s/ ER 61-8160 10/14 - Dispatched: Orig & 2 cc w/ Personnel File to D/Pers via  
O/Pers courier 10/17.

DDCI told that DCI signed on 10/14.

1 cc- ER 61-8160 to IG [ ] by hand 10/17)

1 cc-- ER 61-8160 - to DD/S - EYES ONLY - via ER sealed - 10/17.

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~~SECRET~~

Approved For Release 2003/06/03 : CIA-RDP80B01676R001700160015-3  
EYES ONLY -- SEPARATION OF SURPLUS PERSONNEL

ER 61-5876 (DD/S 61-2435 - OGC 61-1201) SECRET EYES ONLY

Memo for DCI from A/tg D/Pers dtd 7 July 61

Subj: Separation of Personnel Surplus to the Technical Services Division, DD/P  
/s/ DCI 26 July 1961

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Distribution:

Orig - D/Pers w/ atts: Folder: Regulation  Case No. 1, Technical Services  
via O/Pers Division

courier

Folder: Official Personnel -

7/27

Folder: Official Personnel -

Folder: Official Personnel -

1 cc - DCI - Special EYES ONLY file in  office

25X1

1 - DDCI  7/20 - info re signature)

1 - General Counsel - SEALED VIA ER 7/27

1 - DD/S - Sealed via ER 7/27

(1 - SA/D/Pers)  
(2 - D/Pers ) not rec'd O/DCI

No info given ER, per LEC  
note.